

FLATHEAD CITY-COUNTY BOARD OF HEALTH  
MINUTES OF JUNE 19, 2008  
2:00 – 4:00 P.M.  
CONFERENCE ROOM / EARL BENNETT BUILDING  
KALISPELL, MONTANA

<u>Members Present</u>	<u>Members Absent</u>	<u>Others</u>
Glen Aasheim, MD		Paul Conrad
Nancy Askew		Lisa Dennison
Joe Brenneman		Myni Ferguson
Duane Larson		DC Haas
Wayne Miller, MD		Kirsten Holland
Doug Smith, DMD		Wendee Jacobs
Art Thompson, MD		Jeannine Lund
		Tonya Passwater
		Joe Russell
		Brian Scott
		Boni Stout
		Adele Zimmerman

Call to Order

Chairperson Nancy Askew called the meeting to order at 2:05 P.M.

Approval of Agenda

Askew reported that an amended agenda was submitted to the Board prior to the meeting. She added that the variance request will be brought to the Board next month and a food establishment inspection report regarding the Bulldog Steakhouse will be discussed.

**MOTION Glen Aasheim to approve the agenda as amended.**

**SECOND Doug Smith**

**MOTION CARRIED**

Approval of Minutes of May 22, 2008 Regular Meeting

**MOTION Wayne Miller to approve the minutes of May 22, 2008 regular meeting.**

**SECOND Aasheim**

**MOTION CARRIED**

Citizen Comments

Brian Scott-

Reported that he is the CEO of the Outlaw Inn. He stated that he is attending the meeting to determine what actions will be taken on the Bulldog Steakhouse as a result of their continual noncompliance.

EMS Medical Director's Contract

Russell reported that the Board has a modified contract in their packet. Miller stated various grammatical amendments to the contract.

**MOTION Joe Brenneman to approve the EMS Medical Director's Contract as amended.**

**SECOND Duane Larson**

**MOTION CARRIED**

Flathead County EMS Regulations

Russell stated that the document provided in the Board packet is a compilation of policies that have been approved through creation of an EMS unit based board. He added that if the regulations are approved by the Board, they will be submitted to the Commissioners with a resolution prepared by the County Attorney's Office. The Commissioners would then conduct a public hearing to adopt the regulations.

**MOTION Doug Smith to accept the Flathead County EMS Regulations as presented.**  
**SECOND Larson**

Larson wondered if the County Attorney's Office had reviewed the regulations. Russell stated that they have not been reviewed recently but they will be submitted to the Attorney's Office for review and comments. Miller suggested several grammatical amendments to the regulations. Brenneman referred to page 17 of the regulations regarding the Board of Health's role in determining the results of inappropriate patient care. He stated that the Board agreed that there would be consequences for actions that are deemed unsatisfactory. Russell agreed. He stated that the Board's rules can focus on general patient care issues around units but not on individuals. Larson stated that the patient care issues conducted by individuals are handled by the Board of Medical Examiners. Whereas, licensing of units are performed by the Department of Health. Miller stated that the Board should be included in reviewing patient care issues. Russell stated that the Board's EMS Committee could meet soon after the meeting to review the amendments to the regulation. The regulations could then be submitted to the Commissioners as soon as possible. Brenneman suggested other organizational amendments to the regulations.

**MOTION Smith to amend the original motion to accept the amended Flathead County EMS Regulations.**  
**SECOND Larson** **MOTION CARRIED**

EMS Special Levy Request – Smith Valley Fire Department

Russell announced that the EMS Committee met approximately six weeks ago to review each levy request. During the meeting, they did not review the request from the Smith Valley Fire Department. Therefore, they were not able to take action on the request at the last Board of Health meeting. Russell stated that they have reviewed the request and determined that in this fiscal year of 2008, they would only be able to provide \$3,000 to the Smith Valley Fire Department.

**MOTION Miller to approve funding of \$3,000 as requested by the Smith Valley Fire Department.**  
**SECOND Larson**

Aasheim wondered what the initial amount of money that Smith Valley Fire Department requested. Askew stated that it was \$19,000.

**MOTION CARRIED**

Art Thompson entered the meeting at 2:37 P.M.

Animal Shelter Position Requests

Russell confirmed that Askew received an e-mail from Myni Ferguson requesting the addition of two new employee positions to the Animal Shelter. Kirsten Holland reported that a motion was initiated by Carmen O'Brien to add another animal care position as well as a front office/volunteer coordinator position. The motion was supported by every member of the Animal Shelter Advisory Committee. Askew wondered if the required funds for the new positions would come from the general fund. Brenneman stated that it would and it would be appropriate to include the Animal Shelter in the budget. Russell stated that there are other counties in Montana that administer animal shelters. He added that the Board of Health creates the operating budget whereas the Commissioners will levy the money. Russell said that hiring a front office employee would allow Holland more time for grant writing and other duties. He added that the shelter manages many more animals than in the past and the care has greatly improved by administering vaccinations and altering the animals. Aasheim wondered what part of the operating budget the shelter would take in. Russell stated that the fees that come from adoptions are higher than

they have been in the past. Asheim wondered what percentage of the operational budget comes from adoptions. Russell stated that it is less than ten percent. Holland mentioned that many fees such as intake fees, euthanization fees have or will be increased. She reported that there is no grant money available for payroll. Although, grants will support funding for spay/neuter costs, vaccination costs, program planning, volunteer planning, etc. This will help the shelter gain another revenue source so that they will be able to provide funding for payroll. Holland reported that the front office employee is a position highly needed to provide adequate customer service.

**MOTION      Larson to allow the request for the Front Office/Volunteer Coordinator position and Animal Care Attendant.**  
**SECOND      Brenneman**

Larson stated that he has seen a significant improvement in the Animal Shelter, such as the increased animal care, increased adoption rate and the decrease of euthanization. He added that the additional two employees would provide further improvement. Russell stated that if there is not enough funding for both employees, the front office position would be the priority. Smith wondered if it is difficult to acquire volunteers. Holland stated that it has been difficult because of the persona that the shelter used to display before more work and care were administered. She added that with the minimal staff, it makes it difficult to supervise and guide the new volunteers.

**MOTION CARRIED**  
**(Abstained: Miller)**

#### Departmental Reports

Reproductive Health and Community Health Center-  
Wendy Doely reported that teen pregnancy posters created by high school students are displayed in the lobby. They had about 74 posters submitted. Doely stated that the Women's Health Fair was a success. They had 143 women attend which was the largest Women's Health Fair participation rate they have ever had. Doely announced that she placed Community Health Center information in the Board packet which included a spread sheet of patient statistics and the last budget report. Smith wondered when a dentist and dental hygienist will be hired to offer services. Doely stated that the third floor of the Health Department should be constructed by April of 2009. In the mean time, they are searching for a location to house the dental clinic to provide the services. She added that they have inquired about a mobile dental clinic which may be a reasonable option if they are unable to find a rentable office space. Doely reported that she has been in contact with a dentist who is interested in practicing at the CHC in the fall. Thompson wondered if the mobile unit is based on a lease agreement. Doely stated that it is and is on a per month basis. She mentioned that one mobile unit may be available in the fall which has two fully equipt operatories, x-ray processing, restroom and sterilization. Larson stated that he attended a meeting with two representatives from the state and some members from the CHC Board. One of their concerns was regarding the lack of communication between the CHC Board and the Board of Health. They suggested that the Board of Health have an agenda item addressing the events of the CHC Board and the CHC Board have an agenda item at their meetings regarding the events of the Board of Health. Larson added that another concern addressed signs for the CHC. He requested the status for implementing CHC signs outside of the building. Doely reported that the signs have been created. She displayed them for the Board. Doely stated that the CHC Board requested and received a description of the process used by the Board of Health in the determination of constructing the third floor. Russell reported that Family Planning is a service of the Health Department which will be moved to the third floor with the CHC. He stated that at the next meeting, the Board will be presented with an agreement between the CHC and Family Planning. He added that Doely will be administering both the CHC and Reproductive Health.

Jeannine Lund stated that the WIC Future Study Group has been meeting on a regular basis to establish solutions for problems that they have had in the program. The group created a funding formula for the local clinics. The formula will support the larger clinics for fiscal year 2008 and 2009 and will provide a flat rate of \$171 per client. She added that in the Flathead WIC program, the rate is \$160. Therefore, WIC's figures will increase in the next fiscal year. Lund reported that Elite Agency is an agency who has taken a local neighboring clinic with less than 250 participants into their site so that they are not duplicating administrative services. She added that the Elite Agencies have not been compensated in the last two years but will receive compensation in the next fiscal year.

Paul Conrad reported that they interfaced with Adult Protective Services (APS) more than they generally do in one month. He stated that they hired a new employee to work in their social work department. Conrad reported that they are partaking in the Walgreens Option Care program. The program approached Home Health to form an in-home heart failure program as an alternative to hospitalizations. Miller inquired about the role of the attending physician in the program. Conrad stated that Home Health will report to the physician.

Wendee Jacobs announced that inspection figures have decreased. The sanitarians are in the process of inspecting all the seasonal establishments. Jacobs reported that they are not receiving adequate support from the Food and Consumer Safety section of the State. She added that they believe that they will see improvement. Jacobs announced that the inspection program database contains approximately six months of data. Askew asked if there was a motion to allow public viewing of the online inspection program.

**MOTION CARRIED**

He reported that the Board received an inspection report regarding the Bulldog Steakhouse. Russell stated that the Bulldog is owned by another entity and not by the Outlaw Inn. He added that there has been a compliance plan in place with the owner of the Bulldog but there has not been much improvement. Askew wondered if they could work through the court system on this issue. Russell stated that it is an option. Aasheim wondered when the compliance plan was implemented. Jacobs stated that the last plan was submitted to them in December. Brenneman referred to the removal of the establishment's license. Russell stated that the revocation of a license is a Department of Public Health and Human Service act. He added that as the Health Officer, he could refuse to validate a license. Larson referred to the recent inspection report of the Bulldog. He stated that several items on the inspection report were required to be complied by June 15<sup>th</sup>. He wondered if there has been a follow-up inspection to confirm that the compliance changes have been made. Jacobs stated that a follow-up inspection has not been conducted. Russell stated that the Board does not have immediate closure authority. Brenneman asked that the Board receive a report on the Bulldog's status in regards to their compliance plan. Russell stated that he will update the Board on the status as well as e-mail the compliance plan to the Board. Jacobs stated that she will mail the follow-up inspection report to the Board. Larson stated that discussions regarding legislature changes should also be conducted at the next Board retreat. Larson said he understands that there are other agencies that are having difficulties with the Bulldog as well. He mentioned that the Liquor Control Commission should be contacted to place pressure on the establishment. Jacobs stated that they have been in contact with the Commission. The Commission inquired about the establishment's inspection report.

Askew wondered about the letter that was placed in the Environmental Health report regarding an RV and a sewage treatment system violation. Russell stated that he spoke to Darin Woeppel, RS regarding the violation and Woeppel is working to resolve the violation with the landowner. Glen Gray stated that they received 59 septic permit applications in May. Gray stated that Woeppel and Kate Cassidy, RS are conducting site reviews. He added that they received 19 subdivision applications which is a decrease in applications compared to past years.

#### Flathead County Animal Shelter-

Holland reviewed the animal shelter statistics for the month of May. She said that June is “adopt a cat month”; therefore, they are reducing their cat adoption fees from \$45.00 to \$30.00. Also they initiated a Senior Pets for Seniors program where the fee will be waived for senior citizens who adopt a senior pet. Holland reported that the new Animal Shelter logo has been approved and she will bring a sample of the logo to the next Board meeting. She stated that the “Think Dog” training on June 28<sup>th</sup> and will be conducted at the Health Department for those who work with unfamiliar dogs. Holland reported that she is going to contact Jae Scott from the County Fairgrounds to inquire about the possibility of bringing adoptable dogs to the summer fair. She announced that they will be administering rabies vaccinations to all dogs that come into the shelter. Holland stated that fees are being increased, therefore, she wanted to question whether any form of public noticed needed to be conducted. Also, she informed the Board that the shelter will be using a different software program which will be free of cost only if the shelter agrees to use a specific type of microchip.

#### Committee Reports-

Russell stated that most of all the substance information has been reviewed. He added that the EMS Committee had a discussion to require more specificity from the units as to the funds they are requesting and why they are requesting those funds.

#### Health Officer Report

##### Community Health Center Activity-

Russell stated that the Board received a letter in their packet regarding all the additional full time employees that will be employed in the CHC.

##### Budget/Finance Matters-

Russell reported that some items were added to the budget. He mentioned that when all appropriate changes have been made, he will bring the budget back to the Board for final approval.

##### Other-

Russell mentioned that he participated on a food safety panel which was conducted by George Washington University in Washington, D.C.

#### Other Business

No other business was discussed

#### Review of Chapter Four of Board of Health Guidance Document

Askew suggested that the review of chapter four of the Board of Health Guidance Document postponed until the next meeting.

#### Board Member Comments

Askew reported that she will speak with Jacobs next week to discuss the Bulldog Steakhouse follow-up inspection.

Miller requested that at the retreat, they discuss implementing a policy to require a follow-up on any variance requests and other legal issues that come before the Board.

The meeting adjourned at 4:17 P.M.

Lisa Dennison, Secretary